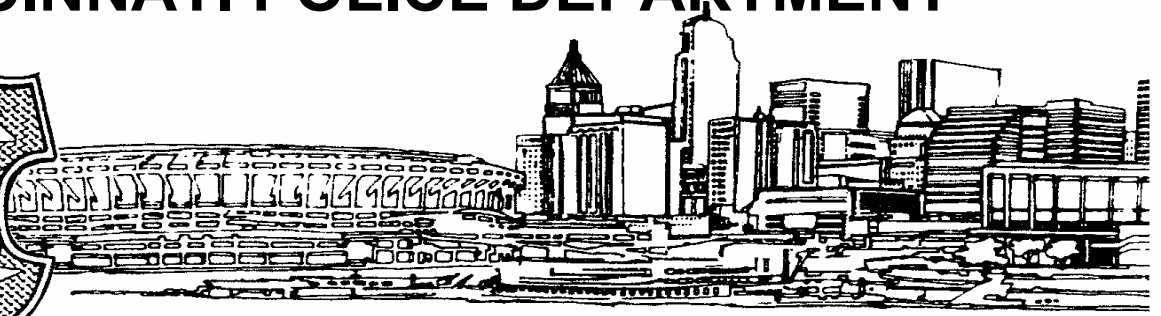


# CINCINNATI POLICE DEPARTMENT



## STAFF NOTES

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*Colonel Thomas H. Streicher, Jr., Police Chief*  
*January 25, 2005*

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<u>ITEM</u>	<u>SUBMITTED BY</u>
1. <a href="#"><u>ASSIGNMENT CHANGES AT HAMILTON COUNTY PROSECUTOR'S OFFICE</u></a>	HAMILTON COUNTY PROSECUTOR'S OFFICE
2. <a href="#"><u>OHIO CRIME PREVENTION ASSOCIATION AWARDS</u></a>	COMMUNITY ORIENTED POLICING COORDINATOR
3. <a href="#"><u>SPIRIT OF CINCINNATI AWARD WINNERS</u></a>	CHIEF'S OFFICE
4. <a href="#"><u>THANK YOU LETTERS</u></a>	CHIEF'S OFFICE
5. <a href="#"><u>REVISION OF FORM 560, COMMUNITY PROBLEM SOLVING WORKSHEET</u></a>	PLANNING SECTION
6. <a href="#"><u>REVISION OF PROCEDURE 12.555, ARREST/CITATION: PROCESSING OF ADULT MISDEMEANOR AND FELONY OFFENDERS</u></a>	PLANNING SECTION
7. <a href="#"><u>REVISION OF PROCEDURE 12.900, PROCESSING JUVENILE OFFENDERS</u></a>	PLANNING SECTION

**1. ASSIGNMENT CHANGES AT HAMILTON COUNTY PROSECUTOR'S OFFICE**

Effective immediately, Mr. Mark Piepmeier and Mr. Bill Breyer have been named Chiefs of the Hamilton County Prosecutor's Office Criminal Division. Please contact either Mr. Piepmeier or Mr. Breyer with any questions pertaining to criminal matters. Mr. Piepmeier can be reached at 946-3078, and Mr. Beyer is available at 946-3244.

**2. OHIO CRIME PREVENTION ASSOCIATION AWARDS**

The Ohio Crime Prevention Association is requesting nominations for their annual crime prevention awards. These awards are open to any officer and agency in the State of Ohio and recognize any crime prevention effort.

Award nominations must be submitted in accordance with the [attached](#) nomination packet. Supporting material such as reports, photos, and letters of support, should be submitted with the awards packet.

Each District and Section is requested to carefully consider all current and past projects for submission for these awards.

A written template and example of past award winners is available to use as a guide for writing nominations. The example is available by contacting Police Officer Eric Franz at 352-2989.

Award nominations packets will be submitted together from the Community Oriented Policing (COP) Coordinator and should be hand delivered to the COP Office by **February 11, 2005**. The text of awards nominations should also be saved to a diskette and submitted with the nomination.

**3. SPIRIT OF CINCINNATI AWARD WINNERS**

[Attached](#) is a flyer announcing the Greater Cincinnati Convention and Visitors Bureau *Spirit of Cincinnati* award winners. Two members of the Cincinnati Police Department are among the honorees. Captain Vince Demasi is a winner of The Champion Award, given to individuals who work diligently with the Cincinnati Convention and Visitors Bureau to bring significant conventions to Cincinnati. Captain James Whalen is a winner of the Pinnacle Award, given to individuals on the front lines of the hospitality industry who set an example for others through excellent service.

The awards ceremony will take place on February 1, 2005, at the Bell Event Center.

**4. THANK YOU LETTERS**

[Attached](#) to these Staff Notes are several thank you letters written to the Police Chief for the professionalism displayed by officers in our Department.

**5. REVISION OF FORM 560, COMMUNITY PROBLEM SOLVING WORKSHEET**

Form 560, Community Problem Solving Worksheet, has been revised. Numerous changes have been made throughout the form.

This revision is effective immediately. To access the Form 560, open the Word application. Select "New" in the file menu, select "General Templates" on the right-hand side of the screen and click on Form 560.

**6. REVISION OF [PROCEDURE 12.555](#), ARREST/CITATION: PROCESSING OF ADULT MISDEMEANOR AND FELONY OFFENDERS**

Procedure 12.555, Arrest/Citation: Processing of Adult Misdemeanor and Felony Offenders, has been revised. Effective February 1, 2005, all adult non-OVI traffic cases, minor misdemeanor criminal cases, and driving under suspension cases with no vehicle seizure will be scheduled for court 10-14 calendar days from the date of the citation. Officers will no longer use 14-21 calendar days when citing offenders to court. All OVI cases and driving under suspension with a vehicle seizure cases will remain at 5 days.

This revision is effective February 1, 2005. Personnel should review the procedure in its entirety. The revised procedure is available on the Intranet and on the Department web page.

**7. REVISION OF [PROCEDURE 12.900](#), PROCESSING JUVENILE OFFENDERS**

Procedure 12.900, Processing Juvenile Offenders, has been revised. The time for juvenile court appearances has been changed to 1600 hours.

This revision is effective immediately. Personnel should review the procedure in its entirety. The revised procedure is available on the Intranet and on the Department web page.

## **Ohio Crime Prevention Association Ohio School Resource Officer Association 2005 Annual Awards**

Crime prevention is everyone's business. It's the responsibility of all levels of government; linked with solving social problems, and far more than security. Crime prevention requires a central position in law enforcement: it's cost-effective, and may be tailored to local needs and conditions. Ultimately, crime prevention improves the quality of life for residents and empowers them to build a future in their communities.

This year, the Ohio Crime Prevention Association and Ohio School Resource Officer Association Annual Awards recognize and honor law enforcement and community partners for their exceptional efforts toward preventing crime, while educating and involving their communities in effective, long-lasting prevention strategies. The 2005 Crime Prevention Awards, including scholarships for each category, will be presented to Award Recipients at the OCPA/OSROA Twenty-Eighth Annual Conference Awards Program at the Columbus Marriott North in Columbus on Monday, April 4, 2005.

To emphasize their ongoing organizational commitment to crime prevention, the OCPA Corporate Members provide educational scholarships, through the Ohio Crime Prevention Foundation, to Award Recipients in each of the Award categories. These scholarships are then utilized by Award Recipients to further their crime prevention and school based police training or education.

### **Award Categories**

*A Lifetime of Leadership:  
Ohio Crime Prevention Practitioner*

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*Meeting Local Needs:  
Ohio Crime Prevention Project*

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*Building for the Future:  
Safe School Initiative*

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*Partner in Education:  
Ohio School Resource Officer of the Year*

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*Outside the Box:  
Ohio Community Policing Strategy*

**Ohio Crime Prevention Association  
Ohio School Resource Officer Association  
2005 Annual Awards**

**Description of Award Categories**

**A Lifetime of Leadership: Ohio Crime Prevention Practitioner**

- ◆ Ohio Crime Prevention Association Member
- ◆ Law Enforcement, Private or Public Sector Crime & Loss Prevention
- ◆ Crime Prevention or Community Policing a Major Aspect of Current Employment
- ◆ Exemplary Commitment to Improving Quality of Life through Crime Prevention Efforts
- ◆ Presented by OCPA

**Meeting Local Needs: Ohio Crime Prevention Project**

- ◆ Law Enforcement, Public or Private Sector Crime & Loss Prevention
- ◆ Project Initiated in 2004
- ◆ Unique Programmatic Response to a Crime Problem, Community Concern, or Homeland Security
- ◆ Presented by OCPA

**Building for the Future: Safe School Initiative**

- ◆ Law Enforcement, School Administrators, Teachers, Students, Community Partners
- ◆ Organized Effort of Law Enforcement and Schools Working in Partnership to Reduce Crime & Violence in the School Community
- ◆ Presented by OSROA

**Partner in Education: Ohio School Resource Officer of the Year**

- ◆ Ohio School Resource Officer Association Member
- ◆ School Based Policing a Major Aspect of Current Employment
- ◆ Exemplary Commitment to Improving Quality of School Environment through Counseling, Education and Enforcement
- ◆ Presented by OSROA

**Outside the Box: Ohio Community Policing Strategy**

- ◆ Law Enforcement, Public or Private Sector Crime & Loss Prevention
- ◆ Development and Implementation of a Strategy to Address Specific Crime Problems, Community Concerns, or Homeland Security Issues
- ◆ Active, Ongoing Involvement of Residents & Community Partners
- ◆ Presented by OCPA

## Ohio Crime Prevention Association Ohio School Resource Officer Association 2005 Annual Awards

### Award Summaries

*Award Summaries should provide a comprehensive description of the individual, project or strategy being nominated for this year's Award. Consider the following questions before writing your Summary.*

*Summaries may be no longer than three (3) double-spaced, single-sided typed pages.*

### Does Your Summary . . .

- ☒ Describe the scope of the Nominee's past and current involvement in successful crime prevention/school based policing initiatives, including those at the city, county or state level?  
*[Practitioner & School Resource Officer Awards only]*
- ☒ Detail the Nominee's crime prevention/school base policing responsibilities, and commitment to the community being served?  
*[Practitioner & School Resource Officer Awards only]*
- ☒ Identify positive changes in the community because of the Nominee's work?  
*[Practitioner & School Resource Officer Awards only]*
- ☒ Include a summary of the crime prevention project, school based policing initiative, community policing or homeland security strategy, and related goals and accomplishments?
- ☒ Relate how and why the project began?
- ☒ Explain how the project or initiative is funded?
- ☒ Provide information on the number of community partners, faculty, staff, students, or residents involved in the crime prevention, school based, community policing or homeland security initiative?
- ☒ Explain how progress of the project, initiative or strategy is determined?
- ☒ Describe the strategy employed to implement the project, initiative or strategy?
- ☒ Provide information on evaluation of the project, initiative or strategy?
- ☒ Answer why the nominated individual, project, initiative or strategy is most deserving of the Award?

**Ohio Crime Prevention Association  
Ohio School Resource Officer Association  
2005 Annual Awards**

**Award Guidelines**

*Entry Form (Required)*  
*Award Summary (Required)*  
*Supporting Materials (Optional)*

1. Entry Forms and Award Summaries must be typed.
2. Submit a separate Entry Form for each Award Nomination submitted.
3. Submit a total of seven (7) completed Award Packets for each Nomination. This includes six copies and the original.
4. Award Summaries may be up to three (3) double-spaced, single-sided pages in length.
5. You may submit any supporting materials that you believe support your entry. You need only submit one (1) set of supporting materials. Please note that these materials will not be returned.
6. There will be one Award Recipient per Award Category. Honorable Mentions will be awarded at the discretion of the Awards Judges.
7. The 2005 Ohio Crime Prevention Association and Ohio School Resource Officer Association Awards Panel includes state and national individuals involved in crime prevention and school based policing. The OCPA and OSROA Presidents and Awards Judges are ineligible to submit nominations or receive Awards.
8. For publicity purposes, you may include with your Award packet the name of the Nominee's State Senator & Representative.
9. Award Recipients from 2004 are ineligible to receive an Award in the same Award category in 2005. They may, however, submit nominations for Awards in other categories.
10. Award Recipients will receive one full complimentary registration to the OCPA/OSROA Conference, and may invite a guest to the Awards Presentation.
11. Entries must be postmarked by February 18, 2005.
12. For questions regarding the OCPA/OSROA Annual Awards or Annual Conference, call: **Marc Rospert**, Executive Director of OCPA/OSROA at (740) 369-6644 or e-mail at [mrospert@ohiocrimeprevention.org](mailto:mrospert@ohiocrimeprevention.org).

**Ohio Crime Prevention Association  
Ohio School Resource Officer Association  
2005 Annual Awards**

## Entry Form

*Complete one Entry Form per nomination. For multiple nominations, this form may be duplicated.  
All Entries must be postmarked by February 18, 2005..*

### Award Nominee

Individual or Agency Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization or Business: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

### Nominated By

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization or Business: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

### Award Category

- ☐ *A Lifetime of Leadership: Ohio Crime Prevention Practitioner*
- ☐ *Meeting Local Needs: Ohio Crime Prevention Project*
- ☐ *Building for the Future: Safe Schools Initiative*
- ☐ *Partner in Education: Ohio School Resource Officer of the Year*
- ☐ *Outside the Box: Ohio Community Policing Strategy*

**Mail Entry Form With Completed Award Packet To**  
 Ohio Crime Prevention Association, 53 North Union Street; Delaware, Ohio 43015





FOR IMMEDIATE RELEASE

CONTACT: Julie Calvert, Vice President, Communications  
Greater Cincinnati Convention and Visitors Bureau  
(513) 632-5378 or via e-mail at [JCalvert@CincyUSA.com](mailto:JCalvert@CincyUSA.com)

**GREATER CINCINNATI CONVENTION AND VISITORS BUREAU  
HONORS *SPIRIT OF CINCINNATI* AWARD WINNERS  
*Museum Center, National Underground Railroad Freedom Center and  
MidPoint Music Festival among those whose efforts help boost tourism***

CINCINNATI — January 12, 2004 — In bestowing its highest annual honor, the Spirit of Cincinnati Awards, the Greater Cincinnati Convention and Visitors Bureau looks for those individuals and organizations that truly capture and communicate what makes the city great. From record-breaking exhibits to the grand opening of a new national treasure, Greater Cincinnati made headlines in 2004, and the CVB selected its award winners from dozens of nominations submitted by citizens, managers, guests, co-workers and others.

The annual honor is designed to thank those who best demonstrate the 'Spirit of Cincinnati' and whose efforts helped boost tourism and attract favorable attention to the region. The awards, many of which have fascinating stories and people behind them, have become a coveted and respected honor.

The award ceremony, attended by the local hospitality industry and civic and business leaders, will take place February 1 at the Bell Event Center.

"Cincinnati is fortunate to have individuals and organizations like these who help promote our city," said Alan Welch, President and CEO of the Greater Cincinnati Convention and Visitors Bureau. "These are people who truly put Cincinnati first and make our city such a great destination for meetings and leisure visitors alike."

The 2004 "Spirit of Cincinnati" Awards winners are:

**The Queen City Advocate Award** for helping draw positive worldwide attention to Greater Cincinnati:

- **Bill Donabedian and Sean Rhiney, MidPoint Music Festival** – In just three years, MidPoint Music Festival co-founders Bill Donabedian and Sean Rhiney have built from scratch one of the premier festivals in the independent music world. This year, the Midpoint Music Festival drew national attention and put Cincinnati back on the musical map by attracting 250 bands from around the country and bringing over 40,000 music fans to Cincinnati's Main Street Entertainment District.

- **Douglass McDonald, Cincinnati Museum Center** – As President and CEO of the Cincinnati Museum Center, Douglass McDonald leads one of the top cultural attractions in the Midwest. More than one million people visit the Museum Center annually to see its spectacular architecture and nationally recognized educational exhibits. In addition, McDonald was a leading force in bringing *Saint Peter and the Vatican: The Legacy of the Popes* exhibit to Cincinnati, which alone drew over 185,000 regional and national visitors to the Museum Center.
- **National Underground Railroad Freedom Center** - The National Underground Railroad Freedom Center opened in August 2004 with fanfare not often seen in Cincinnati. High profile celebrities including Oprah Winfrey, Angela Bassett, first lady Laura Bush and Bill Hemmer helped attract top media to the Freedom Center and create national and international publicity for the entire region.

**The Champion Award** for individuals who worked diligently with the CVB to bring significant conventions to Cincinnati USA:

- **Captain Vince Demasi, International Crime Stoppers** - Captain Demasi worked for years and devoted hours of his time to successfully attract the 2004 International Crime Stoppers Annual conference to Cincinnati which brought over 450 attendees, family members, vendors, and presenters to the city staying an average of five days from August 25 – September 7, 2004.
- **Karen Hock, Cincinnati Insurance Company** – Karen helped secure Cincinnati as the meeting site for Cincinnati Insurance Companies, bringing associates from around the nation here to Cincinnati for their national meeting for four years from 2006 to 2009. Together, the meetings will result in over 15,280 room nights.
- **Ann McNeil, Eastern Education Resource Collaborative** – Ann was instrumental in securing Cincinnati as the meeting site for the Eastern Educational Resource Collaborative. Ann volunteered to host dinner for the selection committee at her home, and personally met with the committee during their stay to review Cincinnati from her experiences. The meeting will bring more than 500 attendees to Cincinnati.
- **Dan Radford, International Association of Machinists and Aerospace Workers** – Dan worked diligently with both the Greater Cincinnati Convention and Visitors Bureau and the City of Cincinnati to bring the Machinists Union to Cincinnati for its national convention in September 2004. This convention brought more than 2,000 attendees, resulted in 11,220 hotel room nights for the region, and provided a platform for visits by both President Bush and presidential candidate John Kerry.
- **Al Rountree, NARCH** – As President of Cincinnati In-Line Hockey, Al had the vision to bring the North American Roller Hockey Championships, one of the largest youth sporting events in the world, to Cincinnati. Held over two weeks in July of this year, the National Championships attracted some 400 teams from across North America, more than 12,000 visitors and resulted in a \$10 million economic impact to the Greater Cincinnati region.
- **Mark Schad, American Association of Meat Processors** – Mark, a National Board Member of the Association of Meat Processors, worked hand in hand with the Greater Cincinnati CVB to secure Cincinnati as the national meeting site for the July 2008 convention that will bring close to 1,500 attendees to town.
- **Pastor Ennis Tait, Church of the Living God, Inc.** – Pastor Tait worked with the Church of the Living God's national site selection committee, convincing them to choose Cincinnati

as the location for their 2006 Annual Meeting. The event will bring more than 2,500 attendees to downtown Cincinnati.

**The Partnership Award** honors three individuals or organizations that have made significant contributions to the local meetings and tourism industry:

- **Ernest Britton, National Underground Railroad Freedom Center** – Under Ernest's leadership as Director of External Affairs, the National Underground Railroad Freedom Center attracted more than 20,000 visitors during its grand opening weekend alone in August 2004. Since then, the National Underground Railroad Freedom Center has welcomed more than 113,000 visitors and attracted favorable national and international publicity for Greater Cincinnati.
- **Cincinnati Museum Center at Union Terminal** - *The Saint Peter and the Vatican: The Legacy of the Popes* exhibition at the Cincinnati Museum Center was a once-in-a-lifetime experience for the Museum Center. With 185,300 visitors, it generated the highest attendance of any museum exhibit ever to visit Cincinnati. Through a wide-reaching marketing partnership between the museum and the Greater Cincinnati CVB – including a \$2.5 million regional advertising campaign – visitors came from every state except Vermont and North Dakota and from every country in Ohio.
- **Rev. Dr. H.L. Harvey, New Friendship Baptist Church** - Dr. Harvey set out to make a difference for Cincinnati by inviting the nation's largest African-American religious organization, the National Baptist Convention, USA, to hold its national meeting in Cincinnati. He worked tirelessly for more than two years to showcase all that Cincinnati had to offer, from its meeting facilities and hotels to the riverfront and downtown. Dr. Harvey and a coalition of local leaders from the business, religious and political arenas all personally worked to convince the organization to say yes to Cincinnati. The meeting will bring some 25,000 delegates here in 2008, marking not only the largest convention to date in the history of Cincinnati, but also a symbolic step forward in our city's progress.

**The Pinnacle Award for Outstanding Service** honors three individuals on the front lines of the hospitality industry who set an example for others through excellent service.

- **Patrick Hallene, Floor Manager, Cincinnati Museum Center** – Patrick manages the Museum Center's special events and often goes above and beyond the call of duty. When, when a couple hosting their wedding rehearsal dinner forgot their computer with a special PowerPoint presentation designed specifically for the event, he personally drove them to their hotel to retrieve it. During the same weekend, when a band playing a benefit concert at the Museum Center neglected to bring a set of speakers necessary for their performance, Patrick – a musician himself – drove home and brought back a set of his own speakers for the group to use.
- **Carol Herbstreit, Guest Service Representative, Cincinnati Airport Marriott** - Carol was nominated by her General Manager for her friendly attitude, customer focus and actions that make her an exceptional employee. Listed were many examples of her extraordinary guest service and attentiveness to her customer's needs. From retrieving lost luggage at the airport to finding last minute presentation materials, Carol makes sure that every guest leaves her hotel satisfied.
- **Captain James Whalen, Cincinnati Police Department** – Captain Whalen was nominated for the kind, personal way he reaches out to help others. When a citizen was unable to find a downtown restaurant, although he too was unfamiliar with the restaurant, he radioed to other officers until he located someone who was able to provide directions.

Wrote the person who nominated him: "His gesture showed me the he would have gone out of his way for a visitor to the city to make them feel welcome and point them in the right direction, and that police care about the welfare of people walking in downtown Cincinnati, visitor or not."

**The Wendell P. Dabney Award for Diversity** honors the practice of diversity and contribution to positive race relations in the region, making Cincinnati a destination of choice for people of all backgrounds.

- ***Citizens to Restore Fairness***, for the role the group played in urging Cincinnati's voters to repeal Article XII from the City's Charter. Their successful campaign to repeal the amendment helped restore the message that Cincinnati is a tolerant and welcoming community.

### **About the Greater Cincinnati CVB**

The Greater Cincinnati Convention and Visitors Bureau is an aggressive sales, marketing and service organization whose primary responsibility is to positively impact the Greater Cincinnati economy through convention, trade show and visitor expenditures. The GCCVB provides a full calendar of events, as well as access to event tickets, hotel reservations and links to key area organizations on its website at [www.CincyUSA.com](http://www.CincyUSA.com) or toll free at 1-800-CINCY-USA (1-800-246-2987). The travel and tourism industry traditionally has been a \$3.4 billion industry in Greater Cincinnati, employing 81,000 people in a variety of fields and bringing in five million visitors to the area annually.

*Bandra Lee Read*  
*157 Parkway Avenue #2*  
*Cincinnati Ohio 45216*

January 16, 2005

Colonel Thomas H. Streicher, Jr., Police Chief  
Headquarters  
310 Ezzard Charles Drive  
Cincinnati, Ohio 45214

Re: Sergeant Don Brown S-782      Specialist Charles Dukes PS-107  
Officer Gibson P-755      Lieutenant Michael Neville L-728  
Specialist Kelly Raker PS-364      Lieutenant Chris Ruehmer L-117  
Officer Vince Steinwert P-118      District 4 Officers (names unknown)  
Non-emergency phone operators (names unknown)

Dear Chief Streicher:

These Officers and communications staff played a major part in helping me get through a very difficult and stressful last three months of 2004. This letter is my way of formally acknowledging everyone listed and to say why I am grateful.

Early in 2004, Apartment # 4 (directly above me) at 157 Parkway Avenue in Hartwell was rented. The new tenant worked in the evenings and shortly after moving in, he allowed people to come in and out all hours of the day and night. They would party and play loud music. Neighbors around me would ask me what was going on in the building. I heard 3<sup>rd</sup> hand that marijuana was being smoked up in that apartment. I would get a very faint whiff of incense or an odor that was not cigarette smoke once in a while. I mentioned this at one of the monthly District 4 resource meetings.

It wasn't until the evening of Oct 1 that I smelled dried marijuana as well as marijuana smoke in the hallway. (Ironically about three days before, I saw a K-9 demo where the dog sniffed out marijuana in a car during a class in Springfield Township. The officer let us smell the bag that was put in the car.) The smell in the hallway was VERY similar to what I smelled in the bag. From that point on, the partying went on practically every night. I called Street Corner and District 4 was notified.

I kept in e-mail contact with Lt. Neville giving him information about what was going on with me. (I always kept the number one rule of COPP training in my mind: "Don't put yourself in danger.") I was able to give license numbers, information on conversations I overheard as I was sitting in my living room, as well as patterns of activity. He gave me names of Officers, in every shift, which could assist me. Sgt. Brown called me several times. Just knowing your Officers were 'out there' and they knew what was going on, was a great comfort to me. They were my lifelines.

I talked with Officers from the 'Street Corner' unit. Both Specialist Raker and Officer Gibson worked on my complaint. The situation was that very little of this activity was visible outside the building.

I also had repeated contacts with my landlord. Although the eviction process was started, I still was exposed to rude behavior until they moved out on December 31, 2004. I used earplugs so that I could get a night's sleep. I gave permission to Sergeant Brown for Officers to enter the hallway any time to check for marijuana.

I don't remember the exact number of noise and/or drug calls for service I made during this three-month period. The dispatch operators treated me very well. Every time an Officer left, the people upstairs would act out and drop things on floor above my bed. (I was never directly confronted by anyone.)

I live by myself and there were times when I got scared. When I thought about how these 'punks' were not going to run me out of my place and how I wasn't going to give up "my" Hartwell, I took a deep breath and was able to go on. I continued to patrol during this time. (Before leaving and returning to my apartment, I always I cover up my uniform shirt and keep my COPP coat and hat in the trunk of my car.)

At one point, the group started coming into the building in the early morning hours. They would wake me up at 1:30a.m. or so. (I remember emailing Lt. Neville comments about feeling that this would never end and that I was wasting the Officers' valuable time.) Lt. Neville notified Lt. Chris Ruehmer, who was on 3<sup>rd</sup> Relief, regarding the shift in time of activity. Lt. Ruehmer responded to me and said that he was now aware of my situation and that I was to call in any time I needed to do so. My calls were not a waste of time.

On December 1<sup>st</sup>, I smelled marijuana on people who were leaving the building. I was in the basement stairwell as they left. I went down to get into my car and go to the Hartwell Kroger. They saw me pull my car out of the garage. I called in the drug call. While in Kroger, I felt that I was being followed and reported this to PO Vince Steinwert who was doing security that night. He quickly began working on the situation. I do not know what happened after I left the store. I spent the night at a relative's house.

I think it was December 4<sup>th</sup> when Sgt. Brown came to see me. We talked and he encouraged me to call in when I needed to do so. He also said that he would be stopping in the building sometime that night. The next evening I smelled marijuana and I placed a drug call. Sgt. Brown responded and was able to verify that it was in Apt 4.

This was a very difficult time for me because of many nights of disrupted sleep as well as living with the possibility of potentially volatile behavior from people in the apartment right above me. I talked with Specialist Charles Dukes when the stress of all this was closing in on me; he listened as I told him what was going on. I had no complaints about what was being done for me. I just needed to talk to someone. He also had some other things that he said he would try.

Somewhere around the middle of December, I placed what turned out to be the last call for service. I heard muffled crying upstairs. I hadn't heard it before. I knew there were the usual multiple males and one female up there. I still remember the profound sense of security I felt when the dispatch operator, before ending the call, said in a protective tone of voice: "Call back if you need us." An Officer responded and found out that there was a crying baby up there! I could hear the Officer calling in all the Names/DOB/ SS# of all seven males up there. He took one male into custody.

I called the landlord and reported what had happened during this last call. He put up the final notice of eviction the next day, I believe. This tenant and his friends moved out the night of December 31, 2004. I notified Lt. Neville that everything was now OK. I asked him to thank everyone for me.

I may not have listed these events in exact time order or in complete detail. Basically, this is what happened in my life for the last three months of 2004. These Officers (and those I don't know) did their jobs in a professional manner on my behalf. They are deserving of my letter of commendation.

Because of how they supported me, I never felt that I was alone during this time.

Gratefully yours,

  
Sandra Read

513 761 2178 (Home)  
513 559 7715 (Work)

cc: Capt. Richard Schmalz District 4



Charles Edward Rice

January 9, 2005

Col. Thomas H. Streicher, Jr.  
Cincinnati Police Division  
310 Ezzard Charles Drive  
Cincinnati, Ohio 45214

Dear Chief Streicher:

It often seems that bad news is heard loud and clear, but good news goes unreported.

New Year's Eve, my 17-year-old son found himself in the wrong place at the wrong time. The net result was that he ended up being robbed and car-jacked at gunpoint. In the following days, he and I had a number of contacts with officers from District 1.

The good news I want to share with you is that everyone we dealt with was polite, highly professional and very helpful. I would like to thank all the individuals who assisted us in the prompt recovery of our vehicle. Unfortunately, I didn't get the names of all the officers. I did, however, note the names of Officer Mack who took the initial report, Detective Andrew Cook who worked the case, and Officer Luke Putalick who personally recovered the vehicle.

In our house, we deeply appreciate what the folks from District 1 did for us this week and what you and the Cincinnati Police Department do every day. God bless.

Very truly yours,

Charles E. Rice

cc:  
Hon. Charles Luken  
Cincinnati City Hall  
801 Plum Street Room 150  
Cincinnati, Ohio 45202

19 Franklin Avenue, Fort Thomas, Kentucky 41075, Phone: 859/442-9255, E mail: [charlierice@zoomtown.com](mailto:charlierice@zoomtown.com)

# Hillside

Maintenance Supply Co., Inc.

3025 Concordia Street  
Cincinnati, OH 45206  
Phone: 513-751-4100  
Toll Free: 1-800-433-2350  
Fax: 513-559-4161  
[www.hillsideonline.com](http://www.hillsideonline.com)

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Chief Streicher  
310 Ezzard Charles Drive  
Cincinnati Ohio, 45210

Dear Chief Streicher,

Hillside Maintenance Supply Co. Inc. was compelled to use The Police Department in December of 2004.

Would like to compliment the work of Detective Kim Moreno.

Detective Moreno was professional, very efficient, cooperative, and made the process painless for our company.

Keep up the Good Work.

Thank you.



Tom Glueck

President Hillside Maintenance Supply Co. Inc.



JANUARY 4, 2005

DEAR CHIEF,



This note is to thank and commend Detective  
Evan Evans and Officer Kelly MacBeth who  
performed in totally professional ways.  
They were extremely kind.

You, Sir, can be proud of them as well as  
the wonderful officers who finally had the  
task of pursuing and apprehending my attacker,  
CHRISTOPHER S. JUSKIEZ.  
With gratitude, praise and blessings.

Heleen B. Minkuen

P481  
P.O. DERRICK HILL

Dear Cheryl,

1-6-85

I had an auto accident  
on 5-75 on Jan 3, 2005  
at about 7:15 AM. The  
officer who responded was  
Officer Hill. He was  
thorough, courteous and  
understanding. He offered  
me assistance in calling  
my insurance company  
and gave both me and the  
other driver shelter in  
the cruiser after our  
cars were towed.

What a wonderful  
example of an excellent  
police officer. Sincerely,  
Barbara Howell



Marvin D. Thompson,  
City Manager

## CITY OF BLUE ASH

4343 Cooper Road • Blue Ash, Ohio 45242 • (513) 745-8555 • Fax: (513) 745-8598  
TTY (for the hearing/speech impaired) 745-6251



Chris D. Wallace  
Chief of Police

January 11, 2005

Col. <sup>Tom</sup> Thomas H. Streicher, Jr.  
Chief of Police  
Cincinnati Police Department  
310 Ezzard Charles Dr.  
Cincinnati, OH 45214

Dear Chief Streicher:

In the past several years, officers from the Blue Ash Police Department have had problems and questions regarding our police vehicles. After trying several venues for answers, they called David J. Diersing, Fleet Manager for the Cincinnati Police Department. Dave went above and beyond to provide solutions to our problems and answer any questions we had.

Dave Diersing has answered questions we had about problems as varied as push bumper maintenance to digital mobile vision recorders for police cruisers. Dave has an infectious enthusiasm for his job, which makes him pleasant to deal with, and the assistance he has provided has been invaluable.

Respectfully submitted,

Col. Chris Wallace  
Chief of Police

CDW/pn



LETTER OF APPRECIATION

Col. Thomas Streicher, Jr.  
Chief of Police, City of Cincinnati  
310 Ezzard Charles Drive  
Cincinnati, Ohio, 45214

January 11, 2005

Dear Chief:

Please allow me to take this opportunity to extend my heartfelt thanks and appreciation to the following police personnel:

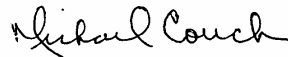
Sgt. Hennie (OIC), Sgt. Oliver, Sgt. Simpson, Officer Perry, Officer Heyob, Officer Sandman, Officer Cotterman, Officer Jordan, Det. Landesberg, Det. Thompson, and Crime Scene Technicians Moran and Mirlenbrink - for the professional manner in which they handled a situation on the evening of December 16, 2004, on the campus of Xavier University.

On the evening in question, the Xavier community was saddened by the death of a 22 year female student who died of what appears to medical problems in her on-campus apartment. There were no signs of forced entry or trauma and the EMS unit believes she died 6-8 hour prior to her body being found.

Your officers responded quickly, and Sgt. Hennie and CIS Sgt. Simpson handled the situation with sensitivity and the utmost professionalism - both Sergeants went well above and beyond the call of duty to assist our department and the student's family and friends during their hour of need. Your entire staff was sensitive to the needs of our community and they provided excellent service/care throughout the entire crisis.

Please extend my thanks and gratitude to Sgt. Hennie and Sgt. Simpson and their team of officers who assisted that night; please let them know that their efforts and professionalism were greatly appreciated by Xavier University!

Respectfully yours,



Col. Michael L. Couch  
Chief of Campus Police  
Xavier University

## 12.555 ARREST/CITATION: PROCESSING OF ADULT MISDEMEANOR AND FELONY OFFENDERS

### **Reference:**

Procedure 12.220 - Pedestrian Traffic - Law Enforcement  
 Procedure 12.235 - Driving Under the Influence (DUI): Processing & Arrest  
 Procedure 12.240 – Ohio Multi-count Uniform Traffic Ticket  
 Procedure 12.412 – Domestic Violence  
 Procedure 12.505 - Military A.W.O.L. Arrests  
 Procedure 12.605 - Identification of Persons in Police Custody and Wanted Persons  
 Procedure 12.727 - Warrant Computer Entries, Prisoner Return and Extradition  
 Procedure 12.805 – Direct Presentation to the Grand Jury By the County Prosecutor  
 Procedure 12.815 - Court Appearances, Jury Duty and Other Hearings  
 Procedure 12.900 - Processing Juvenile Offenders Manual of Rules and Regulations – 1.16A, B, C, D  
 Rule 4 - Ohio Rules of Criminal Procedure

### **Definitions:**

**Warrant** - An instrument giving power to arrest an offender. Original arrest warrant is one in which defendant has not been before a court of record.

**Capias** - A warrant issued for the arrest of a defendant who has either failed to appear in court, failed to follow an order of the court; pay fines or attend programs, etc.

**Primary Officer** - The officer who can establish probable cause that a crime was committed and the person(s) arrested is responsible for the commission of that crime. The officer who signs the complaint(s) and is designated as needed for court on the Form 527, Arrest and Investigation Report, and the Form 527A, Case and Bond Information Sheet is the primary officer. In situations of a more complex nature, different officers may be necessary to present different evidence. A primary officer should still be identified for testimony at the preliminary hearing.

**Alternate Officer(s)** - Other officer(s) who has sufficient knowledge to proceed on the case, but not listed as needed for court on the arrest slip.

**Case Presentation Officer (CPO)** – Officer(s) who presents the daily docket of cases to the Hamilton County Grand Jury in cooperation with the Grand Jury Prosecutor. Testimony is derived from the review of all felony arrest reports, case/bond information sheets and associated documents.

**Project DISARM** –Program which identifies felony firearm arrests that may be eligible for federally enhanced prosecution. A “Two Point System” based on prior criminal convictions and current criminal/ personal status is used to determine if the criteria is met for Project DISARM. This program would also include Youth Crime Gun Initiative cases from the Bureau of Alcohol, Tobacco and Firearms.

**Purpose:**

To protect the constitutional rights of all individuals through the fair and impartial enforcement of Federal, State and Local Laws.

To establish Department arrest procedures in compliance with the Ohio Revised Code and Ohio Rules of Criminal Procedure.

To ensure the presentation of all felony arrests to the Grand Jury are within the time specifications defined by the Ohio Revised Code.

**Policy:**

Department personnel will not undertake any investigation or other official action not part of their regular duties without obtaining permission from their district/section/unit commander unless the circumstances require immediate police action.

**Information:**

Police Communications Section (PCS) has a list of Department personnel skilled in various foreign languages and sign language. They can be called in routine situations to assist with investigations or routine communication. PCS also has access to a certified sign language interpreter on a 24-hour basis.

There is no requirement for the operator of a motor vehicle to have their driver's license on their person. In Ohio, in order for a person to drive a car, he/she must have been issued a valid driver's license (Ohio Revised Code §4507.02). Columbus v. Henry specifically held that it is not a crime for an Ohio resident to drive within the state without having his/her operator's license on his/her person.

Ohio Revised Code §4507.35 requires the operator of a motor vehicle to furnish satisfactory proof that he/she has a valid license, upon demand of a peace officer. This proof may consist of the violator's name, address and social security number, which, when run through the computer, returns information describing the person and verifying the license is valid. The mere lack of a driver's license on a violator's person is not probable cause for an arrest.

**Procedure:****A. Felony Arrest**

1. Officers will make a physical arrest on all original felony arrests, felony warrants, and felony capiases.
  - a) The arresting officer(s) in all felony arrests where a firearm is confiscated in connection with the arrest (whether or not a weapons offense has been charged) will conduct a preliminary investigation of the incident and criminal history of the arrested subject. Document findings of any Civil Protection Order or Temporary Protection Order in effect (out of state included) on a Form 527.

2. Officers will complete a Form 527E, Felony Case Investigation Jacket, on all original felony arrests except Domestic Violence arrests.
  - a. The completed Form 527E will be entered into the district/section/unit Form 527E log book and submitted for review to a supervisor prior to securing the tour of duty.
  - b. The approved Form 527E will be hand carried to Rapid Indictment Program (RIP) office by the officer assigned the property run on the next business day.
    - 1) The Form 527E will be entered into the Rapid Indictment Program logbook and assigned a Case Presentation Officer.
  - c. After presentation to the Grand Jury, the Form 527E will be returned to district/section/unit unit of assignment and reentered into the district/ section/unit logbook by the officer assigned the property run.
    - 1) RIP will maintain possession of the Form 527E if a case is ignored and rescheduled for presentation to the Grand Jury. The Form 527E will be returned after the final presentation to the Grand Jury.
  - d. Units making direct presentations to the Grand Jury are not required to complete a Form 527E.
3. Case Presentation Officer (CPO) Review
  - a. The CPO will review all felony arrest reports, case/bond information and associated documents for accuracy, completeness and conformance to Department policy.
    - 1) Reports reviewed by the CPO determined to be incomplete or inaccurate will be returned to the arresting officer for correction.
    - 2) The CPO will provide a mandatory due date for return of corrected reports.
    - 3) The CPO may require a Form 527B, Trial Preparation Report, or copies of any report correcting missing, incomplete, or inaccurate information.
  - b. The CPO will review all felony firearm arrests using the Project DISARM "Two Point System" to determine if the criteria are met for federally enhanced prosecution and forward paperwork through channels according to their SOP.

**B. Misdemeanor Arrest and Misdemeanor Warrant Service**

1. All adults charged with misdemeanor offenses are eligible for release via a Form 314, Notice to Appear (NTA), unless:

- a. Charged with a sex offense - excluding prostitution and public indecency.
  - b. Charged with a weapons offense.
  - c. Charged with DUI as a third offender.
  - d. Charged with Domestic Violence.
  - e. Living and/or working in an area where extradition is necessary.
  - f. Specific language on the arrest document requires physical arrest, i.e., probation warrant.
  - g. Wanted on a warrant with a case number that begins with the letter "A, B, F, or P."
    - 1) These cases require disposal through Common Pleas Court.
2. Officers will cite eligible defendants with an outstanding warrant issued by the Hamilton County Municipal Court Clerk, regardless of which Hamilton County police agency originated the initial charge.
- a. Officer(s) will notify their supervisor when citing eligible defendants. The arresting officer will confirm the warrant via the MDT when so equipped, or through the district/section/unit. The district/section/unit will ensure a copy of the NTA or arrest slip is faxed to the Central Warrants Processing Unit (CWPU).
  - b. Retain a district/section/unit copy of the fax transmission for 30 days.
3. Transport individuals arrested for misdemeanor offenses listed in Procedure 12.605, requiring fingerprinting and photographing, to the Hamilton County Justice Center. Use a Form 527 instead of an NTA.
- a. If the officer recommends release after processing, check the block marked "O.R. Bond." The arresting officer should consider whether:
    - 1) The danger exists the offense will continue.
    - 2) Potential physical injury to the arrested individual, police officer, or another individual is likely to occur.
    - 3) The individual understands he has been arrested and must appear in court.
  - b. The arrested must sign the Form 527.
  - c. Central Intake personnel will release the individual only after processing and proof of identity is completed.



4. Contact the Hamilton County Juvenile Court Clerk's Office when an adult has an active juvenile warrant to obtain processing procedure.

C. Traffic Warrants

1. The arresting officer may cite an individual on any traffic warrant, except Mayor's Court. Mayor's Court requires verbal approval from the affected agency. The date and time of the court appearance is supplied by the affected agency.
2. If the officer does not have the warrant in his possession when he issues the citation, he will:
  - a. Confirm by MDT or district/section/unit computer that the warrant exists.
    - 1) If the subject shows a previous citation for the warrant in question, verification through CWPU (via computer terminal or telephone), is necessary.
  - b. Record the arrest information on the Form 682, Citation Arrest Summary, and attach the remaining copies of the NTA to the citation board.
3. CWPU will recall the warrant based on the information contained in the "Officer's Note" section on the back of the NTA.
4. In cases where a violator of a traffic or criminal minor misdemeanor (either on a warrant or on-view arrest) is physically arrested and not cited, note the reasons under the "Facts of Arrest" section on the Form 527.

D. Minor Misdemeanor Citations

1. A police officer must issue a citation to appear in court rather than physically arrest an individual for any violation which is a minor misdemeanor, whether it be a state statute or city ordinance, regardless of the violator's place of residence, unless one of the following applies:
  - a. The offender requires medical care or is unable to provide for his safety.
  - b. The offender cannot or does not offer satisfactory proof of identity, except pedestrian violations (see Procedure 12.220).
  - c. The offender refuses to sign the citation.
2. An officer may not make a physical arrest on traffic or criminal minor misdemeanors except as outlined above. Officers must issue a citation in the field at the point of contact with the offender.

- a. It is not legal to remove the offender from the scene for only a minor misdemeanor violation.
- b. An officer has the right to investigate further when he has probable cause to believe a more serious offense has occurred. He may follow normal investigative procedures.
- c. The officer may only pat down or frisk the subject to assure his safety. The officer must have reasonable suspicion that the subject is armed and poses a threat of harm. No search is permitted as would be lawful in an actual arrest.

#### E. Capias Arrests

1. When an officer arrests a wanted individual on a capias, he must have the capias in his possession or know where to obtain it within a reasonable time period.
  - a. All Hamilton County Municipal Court capiases require a physical arrest.
    - 1) Under certain circumstances such as voluntary surrender, a one-time exception may be granted to the defendant if the defendant contacts the Failure to Appear Unit (FTA) at 946-6153. If the defendant has not used the service before the capias will be recalled.
    - 2) If an officer chooses to cite due to mitigating circumstances, a supervisor will respond to grant permission. The supervisor will indicate his permission under "Details" on the Form 314, Notice to Appear.
2. If a person arrested on a capias for a **"Stay to Pay"** has the money to pay the fine, take him to the Clerk's Office to pay his fine (original and all penalties) and then release him. The clerk will recall the capias.
  - a. Complete an arrest report showing the subject was released at the Clerk's Office after payment of the fine, and forward it to the Records Section.
3. When an adult has an active juvenile capias, contact Hamilton County Juvenile Court Clerk's Office to obtain the processing procedure.
4. A capias issued by a local Mayor's Court is not eligible for citation unless verbal permission is granted by the affected jurisdiction. The date and time of the court appearance is supplied by the affected agency.
  - a. Officers will notify their supervisor when citing eligible defendants. The arresting officer will confirm the capias via the MDT when so equipped, or through the district. The district/section/unit will ensure a copy of the NTA or arrest slip is faxed to the Mayor's Court with jurisdiction. The original NTA is mailed to the Mayor's Court with jurisdiction.

- b. Retain a district/section/unit copy of the fax transmission for 30 days.
- F. Completion of the Form 527 for Adult Felony and Misdemeanor Physical Arrests
  - 1. If the defendant is unable or refuses to supply the requested information, the officer will complete the form to the extent possible.
    - a. If the defendant refuses to supply the requested information, mark "Refused" on the arrest slip to bring to the prosecutor's attention.
  - 2. The arresting officer will query RCIC/NCIC to determine a prior record and any outstanding warrants/capiases for the defendant. Note on the arrest report if the computer is inoperable and contact CWPU to check for wants.
    - a. Confirm any warrants or capiases from any police jurisdiction in Hamilton County through the CWPU via MDT.
    - b. The arresting officer will confirm any other warrants or capiases, not issued through CWPU, by contacting the appropriate jurisdiction.
    - c. If a computer check reveals a warrant or capias, and the individual states it has already been processed or paid out, the police officer will verify if the warrant or capias is still in effect.
      - 1) The officer will contact CWPU, the Clerk of Courts Office, or the appropriate jurisdiction for verification.
      - 2) If a warrant or capias cannot be confirmed, the officer will release the subject and notify his supervisor. The officer's supervisor will document the incident on a Form 17 and forward it through channels to the Police Chief.
  - 3. If the defendant has been arrested for felony drug abuse/trafficking or prostitution, the arresting officer will:
    - a. Determine if the subject meets the following criteria for "Request for Condition of Probation"
      - 1) A person cannot be a resident of the area.
      - 2) They cannot be legally employed in the area.
      - 3) They cannot have other legitimate business in the area or have legitimate reasons for being in the area. (visiting friends is not a valid reason)
    - b. Once the officer has established that the person qualifies, he will complete the "Request for Condition of Probation" (RCP) form.

- 1) The form will include the following:
  - a) The name and address of the arrested.
  - b) The charges for which they were arrested.
  - c) The address where the subject was arrested.
  - d) The arresting officer's name, badge number and assignment.
- c. After the RCP form has been completed, staple it to the Trial Preparation Form for felony drug abuse/trafficking or to the Complaint Form for prostitution.
  - 1) This will ensure the form will travel through the court system to the Prosecutor. The Prosecutor can then make the request without having the officer present in the courtroom.
- d. Once the condition of probation has been granted, the information will be entered into the computer system by the Probation Department for access by officers via the MDT.
  - 1) If an officer encounters and queries a subject who has this condition of probation, an indicator will be generated giving the specifics of the restrictions (stay-away order conditions).
- e. If the subject is in violation of the order the officer will:
  - 1) Complete a Form 534, Contact Card
  - 2) Forward a copy of the Form 534 to the Probation Department through inter-department mail.
    - a) Probation will ensure the appropriate Probation Officer receives the information and can proceed with violating the subject's probation.
  - 3) Officers should not arrest the subject immediately upon determining the condition exists. The Probation Department will be responsible for maintaining computer entries and tracking statistical information.
4. Physical and Mental condition of prisoner
  - a. The arresting officer will document the prisoner's visible physical and mental condition and any injuries or complaint of injuries on Line 5 of the Form 527.

- 1) Ask all prisoners if they have health problems which police or jail personnel should be aware. Note this information on Line 5 of the Form 527. Have PCS notify the HCJC if the arrested may be an unusual security risk.
- b. Briefly describe any injuries and how they occurred. Explain if the injuries occurred before, during, or after the arrest.
- c. If the arrested received medical attention and/or was admitted to a hospital, note the details in the "Facts of Arrest" section of the Form 527. Have PCS notify the HCJC if the arrested may be an unusual security risk.
- d. List on the Form 527, in the "Other Reports Made" box, any reports made; e.g., Use of Force, Form 316, Form 301, Form 18, etc.
- e. Personnel accepting prisoners for transportation, incarceration, etc., should verify the condition listed on the arrest report.
5. List the appropriate name, section, and subsection number of the charge(s) in the "Charges" block.
6. Identify the primary officer for court. Arresting officers listed on the form must check the block after their name showing whether they are needed or not needed for court.
  - a. If more than one officer is needed:
    - 1) A supervisor must sign the Forms 527 and 527A to ensure the same officers are listed on both reports.
    - 2) State in the "Facts of Arrest" section the charges/cases for which each officer is needed.
7. State the facts of arrest in the space provided on the Form 527. This statement should contain enough information to establish the elements of the offense.
8. If the offender is physically arrested and has citable outstanding traffic and/or criminal warrants or capiases on file at CWPU, add these charges in the "Charges" block of the Form 527 and process as part of the physical arrest.
9. If co-defendants are involved, complete the appropriate section.
  - a. If there are more than two co-defendants, complete a Form 527B.
10. Check the "Vice Activity Arrest" block to ensure district/section/unit collators record vice related activities.
  - a. Collators must review each arrest report for vice related arrests to accurately record this information.

- 1) Forward a copy of the Form 527 to the Central Vice Control Section (CVCS) if vice activity is indicated.
  - b. Accurate information is imperative since this information will replace the Form 526, Vice Activity Report, when vice arrests occur.
11. Complete the "Evidence Information" section after processing the prisoner.
  - a. "Page" and "Line" blocks should coincide with district/section/unit property log books.
12. The arresting officer will complete the appropriate complaint form in triplicate and have all three copies notarized.
  - a. The first two copies will accompany the defendant to the Hamilton County Justice Center.
  - b. Give the third copy to the defendant.
13. To ensure appearance on the next court docket, transport arrested individuals to the Hamilton County Justice Center before 0300 hours to allow for arrest document processing.
14. Form 527A, Case and Bond Information Sheet
  - a. Officers will complete a Form 527A:
    - 1) Whenever a police officer signs a felony warrant.
      - a) The Clerk's Office will attach the Form 527A to the complaint.
      - b) When an individual is arrested on a felony warrant, the arresting officer will add any pertinent information to the Form 527A including the facts of the arrest, new evidence, or any statements made by the arrested.
      - c) If a copy of the Form 527A isn't attached to the complaint, the arresting officer will complete a new Form 527A.
    - 2) Whenever a police officer signs a felony or misdemeanor warrant without an arrest being made, and there is a co-defendant(s) either arrested or still at large.
      - a) The officer will also complete a Form 527B concerning information on the co-defendant(s).

- 3) When an officer receives permission by his supervisor to appear in person at an arraignment.
  - a) The approving supervisor will note that the "Officer is to Appear in Person" in the "Supervisor's Explanation of Why More than One Officer is Approved for the Same Courtroom/Hearing" section.
- 4) For Domestic Violence and any other misdemeanor which would require special information or be helpful for proper court presentation.
- b. Completing the bond information section of the Form 527A.
  - 1) Check the appropriate category for the "Recommended Bond."
    - a) Support and fully explain the choices for recommended bond.
- c. The "Brief Statement of Facts" section provides additional space for a more detailed description of the facts.
- d. Use the reverse side of the Form 527A as a praecipe.
  - 1) Mark the appropriate courtrooms for each needed officer and give a brief statement of each officer's role in the case.
    - a) On multiple charges, note on which charge each officer is needed.
  - 2) It is important the officer signing the warrant supply the names, addresses, and telephone numbers of all witnesses, with a summary of their testimony in the space provided.
    - a) Give specific addresses. Include apartment numbers, floor, business names, etc., so subpoenas can be served.
    - b) Note any statements obtained.
    - c) Explain at what stage of the proceeding witnesses should appear and testify.
    - d) If a witness shows reluctance to appear in court and the arresting officer wishes to serve a subpoena on the individual, the officer should write "Reluctant Witness" behind the name of this witness and explain briefly.
- e. A supervisor must approve Form 527A.

15. Form 527B, Trial Preparation Report

a. Complete a Form 527B when:

- 1) Any original felony arrest is made.
- 2) Additional information is necessary to support "Facts of Arrest".
- 3) There are more than two co-defendants.
- 4) Requested by the approving supervisor or case presentation officer.
- 5) Requested by the Prosecutor's Office.

16. If the arrested is a current University of Cincinnati (UC) or Xavier University (XU) student, the arresting officer will fax a copy of the completed 527 to the appropriate University Public Safety Department. UC's Fax# 556-4940, XU's Fax# 745-3861

G. Completing the NTA for Adults:

1. Before issuing a citation of any type, the police officer will query RCIC/NCIC for outstanding warrants or capiases.
2. Complete a separate NTA for each charge, except in the service of warrants.
3. Write all the elements of the violation in the "Complaint" section of the NTA using the correct title and section number of the charge. This section serves as the complaint for minor misdemeanors.
4. List the facts as completely as possible.
  - a. Use the rear of the prosecutor's copy.  
These facts are important for the prosecutor in presenting the case in court in the event the defendant decides upon a court appearance.
  - b. Include witnesses' names and specific addresses such as apartment numbers or business names so subpoenas can be served.
5. Have the offender sign the NTA. Give him the defendant's copy.
6. A supervisor will notarize the minor misdemeanor NTA complaint and check for correctness and completeness.
7. If the arrested is a current UC or XU student the arresting officer will fax a copy of the completed NTA to the appropriate University Public Safety Department. UC's Fax# 556-4940, XU's Fax# 745-3861



## H. Court Citation Scheduling

1. Individuals cited to adult court for misdemeanors should be given a court date 10-14 calendar days from the date of the citation. The two exceptions are an original Operating a Vehicle Under the Influence (OVI) arrest or a Driving Under Suspension (DUS) arrest with a vehicle held for pretrial seizure. These must be given a court date 5 days from the date of citation. If the fifth day is a Saturday, Sunday, or Legal Holiday use the next court date.
2. Keep all cases together. Cite individuals with multiple cases to the court of the most serious offense according to the following order:
  - a. OVI charges
  - b. Criminal misdemeanor
  - c. City traffic misdemeanor
  - d. County traffic and minor misdemeanors
3. Court assignments for cited original arrests and all citations for warrants and/or capiases are listed below:
  - a. OVI original arrest  
Room 121 – 1030 hours  
1000 Main St.  
5 days
  - b. DUS, vehicle seized (types SR/NC/SS/SJ/SF)  
Room 121 – 1030 hours  
1000 Main St.  
5 days
  - c. DUS, no vehicle seizure, (all types of suspensions)  
Room B – 1300 hours  
1000 Sycamore St.  
10-14 days
  - d. All City criminal misdemeanors (original arrest citation, warrant/capias citations)  
Room 121 - 0900 hours  
1000 Main St.  
10-14 days
  - e. All City traffic (original citation, warrant/capias citations)  
Room B - 1300 hrs.  
1000 Sycamore St.

7-10 days for auto accidents when cited for a minor misdemeanor only

10-14 days for all traffic citations/warrants/capias

- f. All County criminal and traffic warrant/capias citations
    - Room 121 - 1300
    - 1000 Main St.
    - 10-14 days
- 4. Citable probation violations should have the courtroom noted on the warrant. If the room number is missing, cite all traffic except OVI to Room B at 1300 hours, cite all criminal to Room 121 at 0900 hours.
- 5. If a defendant has a County and a City traffic warrant or capias, cite to Room B at 1300 hours.
- 6. Warrants with no prefix or the "S" prefix are City warrants. Warrants with a "C" prefix were issued by Hamilton County. Warrants with an "A, B, F, or P" prefix are not eligible for citation.
- 7. Warrants with a preceding four letter mnemonic other than CWU or CPR are warrants issued by a Mayor's court. Officers may not cite on a Mayor's court warrant without verbal permission from the affected jurisdiction.
  - a. The Mayor's court will advise the officer of the appropriate court dates and time.
  - b. The officer must send the citation, Form 314, to the Mayor's court by either U.S. mail or hand delivery.
- 8. Send the Form 314 to the agency which confirms the warrant or capias.
  - a. If a subject has multiple jurisdiction warrants and Mayor's court warrants or capias' included, a separate Form 314 must be made. Verbal verification must be received from each affected Mayor's court.
- I. Supervisory Review
  - 1. Officers must contact a supervisor for review of arrests in which the prisoner:
    - a. Has obvious physical injuries or claims physical abuse by police at the time of arrest.
    - b. Is charged with Assault on a Police Officer or Resisting Arrest.
    - c. Is refused admission to the Hamilton County Justice Center due to injuries.
    - d. Requires an interview or observation by a supervisor as needed by other procedures (use of force or chemical irritant, strip search, etc.).
    - e. Is being arrested for a felony.

2. Supervisors must review and approve a completed Form 527E, Felony Case Investigation Jacket, on all felony arrests.

J. Form 682, Citation Arrest Summary

1. Each district/section/unit maintains a daily Form 682 board at the front desk. Officers issuing misdemeanor citations and/or warrant/capias citations will list the citations on the Form 682 as indicated below:
  - a. Citations issued for a single misdemeanor or traffic warrant/capias are placed on the citation board.
  - b. Citations issued for multiple misdemeanor or traffic warrants/capiases are prepared according to Section H.3. List all cases on the citation board of the most serious offense as shown in Section H.2.
2. At 0700 hours each day, the district/section/unit desk officer will prepare two copies of the Form 682. He will ensure all misdemeanor citation arrests and warrant citations from the previous 24-hour period are recorded on the citation board.
  - a. The desk officer will place the Form 682 from the board in an envelope with the appropriate arrest documents. The envelope must be hand delivered to CWPU no later than 0900 hours daily.
3. The clerk at CWPU will initial and time-stamp the first copy of each Form 682. These copies will serve as a receipt to ensure the complaints, as well as the Forms 527 and NTAs, are not out of place. The delivering officer will return the copies for the district/section/unit files. The second copy will remain at CWPU.
4. Records Section personnel will respond to CWPU each workday to pick up each Form 682.
  - a. Records Section personnel will enter the citations into the RCIC computer system and then forward the documents to the Clerk's Office.
    - 1) Records Section will retain a copy of the NTA for its files.

K. Investigations or Other Official Actions Not Part of Regular Duties

1. Off-Duty **within** the City of Cincinnati limits;
  - a. Off-duty officers observing a criminal violation necessitating enforcement action will contact PCS.
  - b. The officer will request an on-duty police officer and supervisor respond to the scene and assist in the investigation and arrest/citation.
    - 1) This does not apply to officers working outside employment details as an extension of police service.

- c. In some cases, an officer must take immediate action. After taking action, the officer will contact PCS and request an on-duty supervisor. PCS will:
    - 1) Contact a supervisor from the district of occurrence.
    - 2) The responding supervisor will evaluate the situation and report to the Police Chief via a Form 17.
- 2. Off-Duty **outside** the City of Cincinnati limits;
  - a. Off-duty officers observing a criminal violation necessitating enforcement action will contact the proper police agency in that area.
  - b. In some cases involving felony violations, an officer must take immediate action and then contact the proper police agency in that area.
    - 1) After taking action, the officer will also contact PCS and request an on-duty supervisor. PCS will:
      - a) If outside Cincinnati city limits but within Hamilton County, contact a supervisor from the closest district of occurrence.
        - 1] The responding supervisor will evaluate the situation and report to the Police Chief via a Form 17.
      - b) If beyond Hamilton County, contact the Night Chief or a command officer.
  - c. Officers outside City limits do not have the authority to detain/arrest individuals for misdemeanor violations.
- 3. Officers will not attempt to stop vehicles while off duty unless it is a life-threatening situation which, if permitted to continue, could cause serious physical harm to innocent victims.

## 12.900 PROCESSING JUVENILE OFFENDERS

### **Reference:**

Procedure 12.205 - Traffic Enforcement  
 Procedure 12.215 - Cincinnati Parking Infraction (CPI)  
 Procedure 12.235 - Operating a Vehicle Under the Influence (OVI): Processing and Arrest  
 Procedure 12.315 - Investigation of Rape and Other Sexual Assault Offenses  
 Procedure 12.430 - Endangering Children Offenses  
 Procedure 12.545 - Use of Force  
 Procedure 12.600 - Prisoners: Securing, Handling, and Transporting  
 Procedure 12.610 - Prisoners: Guarding Hospitalized  
 Procedure 12.905 - Fingerprinting and Photographing of Juveniles  
 Procedure 12.910 - Missing Persons  
 Cincinnati Municipal Code 910-1 - Attendance at School  
 Ohio Rules of Juvenile Procedure Rule 6 - Taking into custody  
 Ohio Rules of Juvenile Procedure Rule 7 - Detention and shelter care  
 Ohio Revised Code 2151.022 - Unruly child defined  
 Ohio Revised Code 2151.23 - Jurisdiction of juvenile court  
 Ohio Revised Code 2151.31 - Apprehension, custody, and detention  
 Ohio Revised Code 2151.311 - Procedure upon apprehension  
 Ohio Revised Code 2151.312 - Place where unruly child may or may not be held  
 Ohio Revised Code 2919.21 - Nonsupport or contributing to nonsupport of dependents  
 Ohio Revised Code 2919.22 - Endangering children  
 Ohio Revised Code 2919.23 - Interference with custody  
 Ohio Revised Code 2919.24 - Contributing to unruliness or delinquency of a child

### **Policy:**

When dealing with juvenile offenders, it is the policy of the Police Department to employ the least coercive of the enforcement directives available to properly address the situation.

### **Information:**

Community safety depends primarily upon voluntary individual restraint conditioned by community norms that control harmful behavior and reinforce conventional productive behavior. Youth who are not bonded to conventional community institutions such as school, work, religious and recreational organizations are more likely to engage in criminal behavior.

The emerging direction of juvenile justice is towards a balanced and restorative system of justice. Restorative justice focuses on crime as harm and justice as repairing harm, in part, by sanctioning juveniles based upon accountability measures which attempt to restore victims and clearly denounce and provide meaningful consequences for illegal behavior.

The following enforcement directives are designed to hold juveniles accountable for illegal behavior. Employing these directives will allow the court to appropriately intervene in incidents of juvenile offenses through formal and informal action, to effectively address victim, offender and community needs in a balanced manner which enhances public safety.

In all cases where there is doubt as to the proper disposition of juvenile cases, the officer will contact Youth Services Section (YSS) for assistance. If YSS personnel are unavailable, contact a supervisor for assistance in arriving at the proper juvenile disposition.

**Procedure:**

**A. Unofficial Complaints/Hearings**

1. An officer who perceives that an informal intervention by Juvenile Court is preferable to merely releasing the juvenile to a parent/guardian without contact with Juvenile Court may sign an unofficial complaint against first time non-violent misdemeanor offenders.
  - a. Unofficial complaints are processed through the Hamilton County Juvenile Court (HCJC) and result in a scheduled Unofficial Hearing.
  - b. Unofficial Hearings provide an opportunity for the juvenile and the victim to arrive at a solution.
2. Criteria and guidelines for Unofficial Complaints/Hearings are established by the HCJC.
  - a. Unofficial complaints can only be signed for first time delinquent or unruly offenders with a minor offense.
  - b. Unofficial complaints can only be signed when a juvenile admits guilt to the offense.
  - c. Unofficial complaints are **not** permitted for the following cases:
    - 1) Any use of a gun (real or toy)
    - 2) Domestic Violence or assault against a parent, custodian, guardian, or family member
    - 3) Threat or serious physical harm or death (Menacing and Aggravated Menacing)
    - 4) Unrecovered or damaged property over \$300
    - 5) Drugs
    - 6) Sexual Offenses
    - 7) Traffic violations

- 8) Any weapon on school grounds
- d. HCJC has the final say in determining which juvenile contacts qualify to proceed with an unofficial hearing.
- 3. Complete a Form 314, Notice to Appear, indicating referral for unofficial hearings.
  - a. Write in bold letters across the bottom of the Form 314, "Unofficial Hearing" and check the block marked "Juvenile Court (When Notified)".
  - b. Sign an "Unofficial Complaint" at the Hamilton County Juvenile Court Youth Center (HCJCYC) Intake Office.
    - 1) Verify if the offense meets the guidelines for an unofficial hearing with a HCJCYC Intake Office clerk.
  - c. A citizen issued a Form 655R (Cincinnati Police Citizen Referral) may sign an "Unofficial Complaint".
- B. Issuance of a Form 314, Notice to Appear - Closed Referral
  - 1. In cases where an unofficial hearing is not perceived as the proper action, a closed referral may be issued for any non-violent misdemeanor offense, excluding alcohol or drug offenses, provided the juvenile has not been previously issued a closed referral for any criminal offense.
    - a. Before issuing a closed referral, perform a computer query to determine the juvenile's criminal history and wanted status.
      - 1) Computer queries QHW, QW, QJN, QJO, and QJH access juvenile history and wanted entries.
      - 2) Verify an outstanding warrant for a juvenile's arrest by calling the HCJCYC Intake Office clerk (24 hours a day).
    - b. Note the title of the offense, section number, and facts of the offense on all closed referrals.
      - 1) List the type of offense in the "Title of Offense" space of the Form 314.
      - 2) Enter the facts of the offense in the "Describe Violation" space of the Form 314.
    - c. To properly identify juveniles and correlate juvenile records, it is imperative closed referrals, arrest reports, and other police reports reflect the names and addresses of natural parents of the juvenile and the names and addresses of the stepparents or guardians who may now have custody of the juvenile.

- d. Print "Closed Referral" in bold letters across the bottom of the Form 314.
  - 2. Once the closed referral has been completed, the juvenile must be released to an adult in the following order of preference - a parent, adult relative, adult sibling, school administrator, or responsible adult.
    - a. Inform the adult of the nature of the offense and arrange for the release of the juvenile.
      - 1) Indicate the name and relationship of the person notified on the back of the Form 314. The adult assuming custody of the juvenile must sign the front page of the Form 314.
    - b. For minor misdemeanor and traffic offenses, a telephone notification by the officer to the adult is sufficient. The name of the adult notified must be indicated on the back of the Form 314.
  - 3. When more than one juvenile is involved in one incident, each referral will have complete information and crossed reference notes.
  - 4. A unit supervisor will review a closed referral for completeness, legibility, accuracy, and appropriateness (nature of offense, policy compliance, etc.).
  - 5. Police personnel will forward the closed referral (both criminal status and traffic offenses) to the appropriate district Data Entry Operator (DEO).
    - a. The DEO will enter the closed referral into the computer system and forward all copies to the Records Section for filing.
- C. Issuance of Citations
- 1. Sign official complaints against juveniles who have committed a felony, violent misdemeanor (per 2902.02 ORC), drug or alcohol offense, or for a non-violent misdemeanor (if they have previously been issued a closed referral for a criminal offense), except in the following cases wherein a closed referral is permitted:
    - a. Complainant refuses to prosecute
    - b. Exceptional clearances (multiple case closures)
    - c. Juvenile lives outside of Hamilton County (misdemeanors only)
    - d. Children under the age of seven
  - 2. Sign official complaints processed as citations at the HCJCYC Intake Office



3. When the complainant in a juvenile investigation wishes to sign a juvenile complaint, the investigating officer will:
  - a. Provide the complainant a completed Form 655R, Citizen Referral, containing the following information:
    - 1) Juvenile's name and address
    - 2) Juvenile's date of birth
    - 3) Parent/guardian's name, if appropriate
    - 4) Recommended charge and section number
  - b. Inform the complainant to file the complaint against the juvenile at the HCJCYC Intake Office.
  - c. Complete a Form 314 for record purposes.
    - 1) Officers are not required to list the Juvenile Court case number or the Juvenile Court identification number on the Form 314.
    - 2) List the name, address, and phone number of the person signing the complaint on the rear of the Prosecutor's Copy of Form 314 under "Witnesses to be notified for court."
    - 3) Check the block titled "Juvenile Court (When Notified)."
    - 4) A unit supervisor will review the Form 314 and forward to the district DEO.
      - a) The district DEO will enter the citation into the computer system and forward all copies to Records Section for filing.
  - d. Release the juvenile to his parent/guardian.
    - 1) Advise the parent/guardian that Juvenile Court will notify them of the court date.
4. In cases where the officer will sign the complaint
  - a. Complete a Form 314 for record purposes.
    - 1) Check the block titled "Juvenile Court (When Notified)."
  - b. Release the juvenile to his parent/guardian.
    - 1) Advise the parent/guardian that Juvenile Court will notify them of the court date.

- c. Sign the official complaint within 16 hours of the citation at the HCJCYC Intake Office.
  - 1) Complete a Hamilton County Juvenile Court Case Summary Form, available at the Intake Office, when signing the complaint.
  - 2) Obtain the Juvenile Court case number and the Juvenile Court identification number from the intake clerk. Record the Juvenile Court case and identification number in the "Describe Violation" space on the Form 314.
  - 3) Officers have the option of completing a Form 555, Juvenile Court Pre-Sentence Probation Information Request, to provide information to the court prior to sentencing. This form may also be completed when making a physical arrest.
    - a) Completion of the Form 555 will generate a pre-sentence probation investigation. The arresting officer(s) will be contacted during this investigation to provide information relevant to the sentencing.
- d. Juvenile Court will notify all witnesses and issue the necessary subpoenas.
- e. A unit supervisor will review the Form 314 and forward to the district DEO.
  - 1) The DEO will enter the citation into the computer system and forward all copies to Records Section for filing.

#### D. Physical Arrest (Detention)

- 1. Reasons to admit a juvenile into detention are:
  - a. The seriousness of the offense
    - 1) Priority should be given to offenses involving violence toward a victim(s).
    - 2) A history of minor offenses may also be considered.
  - b. Protection of the juvenile from immediate or threatened physical or emotional harm.
  - c. The juvenile may abscond or be removed from the jurisdiction of the court.
  - d. The juvenile has no parent, guardian, custodian, or other person able to provide supervision and care for the juvenile and return the juvenile to court when required.

- e. An order for placement of the juvenile in detention or shelter care has been made by the court.
- 2. Approval from a supervisor is required to place juveniles under 12 years of age in detention.
- 3. Appropriate charges must be determined prior to transport to the HCJCYC.
- 4. Transportation to HCJCYC (Detention)
  - a. Juveniles will be taken to the appropriate detention facility without delay, unless in need of medical attention.
  - b. Juveniles will remain handcuffed during all phases of transportation and processing.
  - c. Whenever juveniles are transported or processed, separate them from adult offenders.
- 5. Process all evidence through the arresting officer's district/section/unit to the Court Property Unit. Document on the Form 527, Arrest and Investigation Report, where the property was taken.
  - a. Personal property found on the juvenile will be held at HCJCYC.
- 6. Prepare a Form 527 when taking a juvenile to the HCJCYC.
  - a. The Form 527 will accompany the juvenile to the HCJCYC and provide the basis for the Receipt for Juvenile Form prepared by intake personnel.
  - b. Notify the HCJCYC intake or youth center officer when an arrested juvenile must obtain medical treatment prior to being transported to the HCJCYC.
- 7. Upon completion of the juvenile's registration, the arresting officer will file the official complaint with the HCJCYC Intake clerk.
  - a. The Form 527 should contain all pertinent information related to the case including: names of witnesses, injuries to victims, any evidence, etc.
  - b. The transporting officer(s) will enter the identification number and case number(s) obtained from the intake clerk in the "Facts of Arrest" space on the Form 527.
  - c. A unit supervisor will review the Form 527 and forward to the district DEO.
    - 1) The DEO will enter the Form 527 information into the computer and forward all copies to Records Section.

## 8. Notification of parent/guardian

- a. An officer taking a juvenile into custody will make a reasonable attempt to notify the parent/guardian. Make an entry in the district or unit blotter of the notification or inability to notify.
  - 1) Notify the parent/guardian when detaining a juvenile for "in-custody" questioning.
    - a) "In-custody" means taking a juvenile to a police facility, detention facility, hospital, or other place where the juvenile is not free to leave.
    - b) The detaining of a juvenile for in-custody questioning must be based upon probable cause.
    - c) Notification of the parent/guardian is not necessary for brief field interviews.
  - 2) The length of time for a juvenile interview is best gauged by the investigator's assessment of the juvenile's physical and emotional condition throughout the interview process.
    - a) Never interview juveniles beyond one hour without approval of a supervisor.
  - 3) No more than two officers will interview a single juvenile.
  - 4) The interviewing officer(s) will explain the agency's and juvenile justice system's procedures to the juvenile before the interview.
  - 5) Advise the parent/guardian that the Juvenile Court will notify them when to appear at the HCJCYC.

## E. Runaways

- 1. Query all runaways to determine if warrants have been signed.
- 2. Local Runaways
  - a. Take the juvenile home. Obtain supervisory approval if the juvenile lives outside Hamilton County, but within reasonable driving distance.
    - 1) If the parent/guardian cannot control the juvenile or the juvenile will run away again, they must sign an official complaint at the HCJCYC Intake Office before the juvenile is placed in detention.
  - b. Juvenile Court will issue a runaway warrant for a juvenile whose whereabouts have been unknown for 12 hours or more. Exceptions are made for a juvenile whose safety is in jeopardy.

- c. Officers may consider a local runaway for detention if they can justify it on the basis of personal knowledge or when other delinquent acts are involved. Disposition should be made in accordance with Section D.1. of this procedure.

### 3. Out-of-Town Runaways

- a. Take the juvenile who lives 75 miles or less to the district. Notify the parent/guardian to respond for the juvenile. A supervisor will ensure the security of the juvenile until the parent/guardian arrives.
  - 1) If there is any question regarding the cooperation of the juvenile while awaiting release, transport to HCJCYC and sign the appropriate charge as indicated below.
- b. Take juveniles living in excess of 75 miles from Cincinnati to HCJCYC.
  - 1) The arresting officer will sign an unruly juvenile complaint based on ORC 2151.022, Unruly Juvenile, Defined.
  - 2) Contact 241-KIDS (Hamilton County Department of Human Services) for assistance for juveniles under 12 years of age. Complete a Form 314 and notify Personal Crimes Unit (PCU) by telephone.
- c. Make a blotter entry indicating the disposition of the juvenile.

### 4. Runaways from Placement Centers

- a. Place runaways, 12 years of age or older, from placement services in the HCJCYC unless immediate custody can be transferred to an appropriate authority for the juvenile's return.
  - 1) The arresting officer will complete a Form 527.
- b. Contact 241-KIDS for a juvenile under 12 years of age if the juvenile cannot be returned to the agency having jurisdiction. Complete a Form 314 and notify PCU by telephone.

### F. Incurrigible Complaints

- 1. Police officers will not initiate an arrest for incorrigibility without an official complaint signed by a parent/guardian.

### G. Juvenile Traffic Offenders

- 1. Juveniles 12 through 17 years of age inclusive, who commit a minor traffic violation, may be issued an Ohio Multi-Count Uniform Traffic Tag (MUTT) or a closed referral.

- a. When a closed referral is issued, write "Closed Referral" and the specific charge in the "Offense Charged and Description" block of Form OH-1.
  - b. Juveniles 7 through 11 years of age will receive a closed referral unless one of the following occurs:
    - 1) Operation of a vehicle without a valid driver's license.
    - 2) Operating a Vehicle Under the Influence (OVI) violation.
    - 3) Auto accident with serious injuries or a death to another (excludes pedestrian accidents wherein the juvenile is at fault and injured)
    - 4) Auto accident involving severe property damage
2. If a traffic code violation (for OVI cases, see Section G.3. of this procedure) is committed by a juvenile driving a motor vehicle, and the officer determines a warning (Closed Referral) is not sufficient, the following will apply:
- a. District officers will cite juvenile traffic offenders on an MUTT to Hamilton County Juvenile Court on the following days except court holidays:
    - 1) Monday - District 1 and District 5
    - 2) Tuesday - District 2
    - 3) Wednesday - District 3
    - 4) Thursday - District 4

NOTE: Other units are not restricted.

    - 5) A minimum of 14 days must elapse between the date the citation is written and the date of the hearing (except juvenile DUI cases - see Section G.3. of this procedure). Write citations for the first hearing date for your district following the 14 days.
    - 6) When necessary, the hearing date can be delayed to a following assigned date.
    - 7) All hearings will be set for 1600 hours.
    - 8) Districts assigned hearing dates that fall on a holiday will schedule the hearing for the indicated day of the following week.
  - b. Citations issued as a result of an auto accident require both parties and witnesses to be informed of the date and time of the hearing.

- 1) Witnesses may appear at the hearing, but are not required unless subpoenaed.
- c. Give a juvenile traffic offender the violator's copy of the MUTT, listing the date and time of the court appearance.
  - 1) Check the block advising the juvenile to appear in Hamilton County Juvenile Traffic Court.
3. When a juvenile is cited to court for ORC Sections 4511.19 OVI, or 4511.19.1 - Implied Consent.
  - a. Cite the arrested juvenile on a MUTT for the fifth calendar day following the arrest. If the fifth day is a Saturday, Sunday, or legal holiday, use the next court day.
  - b. The time of the court appearance is 1600 hours in Juvenile Court.
  - c. Police personnel will not appear at this hearing.
4. Treat juveniles riding toys as a pedestrian.
5. Issue a Cincinnati Parking Infraction (CPI) when a vehicle parked in violation is known to be owned, or the violation was committed by, a juvenile.
  - a. Cite juveniles operating a vehicle with expired license plates in violation of Cincinnati Municipal Code (CMC) 503-52, Unauthorized License Plates, on a MUTT to Juvenile Court.
- H. Adult Criminal and Traffic Warrants Issued to a Person who is a Juvenile
  1. Send an adult criminal or traffic warrant issued for a juvenile to the Hamilton County Sheriff's Office, Central Warrants Processing Unit.
    - a. Accompany the warrant with a complete list of the facts so a Record of Arrest can be prepared and the warrant(s) dismissed.
  2. Circumstances consistent with this procedure will determine if:
    - a. The juvenile is issued a MUTT and cited to juvenile court.
    - b. A juvenile complaint is signed and the juvenile is cited to Juvenile Court or placed in the HCJCYC.
- I. Service of Hamilton County Juvenile Court Warrants
  1. When a computer check indicates a warrant is on file, telephone the HCJCYC Intake Office and confirm the warrant.

- a. Complete a Form 527 listing the following information:
  - 1) Date, time, name of the person confirming the warrant, and the Juvenile Court identification number in the space titled "Facts of Arrest"
  - 2) Warrant number(s) in the space titled "Charges"
  - 3) RCIC control number in the space titled "Control Number"
2. If adults have an active warrant issued by the Hamilton County Juvenile Court when the adults were juveniles, confirm the warrant with the HCJCYC Intake clerk.

NOTE: Do not cite adults with juvenile warrants to court.

- a. Take adults with Juvenile Court criminal and parole violation warrants to the HCJC (Hamilton County Justice Center).
  - 1) Take the completed Form 527 to the HCJC with the adult.
  - 2) Advise the HCJCYC Intake clerk the person will be taken to the HCJC.
    - a) The intake clerk will teletype confirmation of the warrant to the HCJC.
- b. Take adults with Juvenile Court traffic or violation of court order (juvenile probation violation) warrants to the HCJCYC.
  - 1) Take the completed Form 527 to the HCJCYC with the adult.
3. When the HCJCYC Intake clerk is unable to confirm a warrant on a computer hit, the unit supervisor will document on a Form 17 the date, time, name of the clerk, and a full report of the incident. Forward the Form 17 and a teletype printout of the computer hit to the Police Chief.
  - a. The Police Chief will forward the Form 17 to the Youth Services Section (YSS) Commander for a follow-up investigation.
  - b. Release the juvenile if the intake clerk cannot confirm the warrant and no new charges are filed.
4. Hamilton County Juvenile Court warrants are distributed to the districts.
  - a. The district commander will direct all juvenile warrants received to the warrant control officer.
    - 1) The warrant control officer will complete a Form CW100 (Warrant Control Card) for each warrant.



- a) Record juvenile warrants separately but in the same manner as adult warrants.
  - b) Process juvenile warrants within a 14 day period.
  - c) The Monthly Warrant Report will include a separate section for juvenile warrants.
- b. The district commander will determine the assignment for service of juvenile warrants.

#### J. Investigations on School Property

1. The primary function of the School Resource Officer (SRO) is enforcement action for any violation of law which occurs on school property.
  - a. In many instances, the SRO can identify a wanted juvenile.
  - b. The SRO may also know the background information, address, and other data on a suspect juvenile.
  - c. When SRO's are not readily available to respond, all initial requests for service (e.g., reports, investigations, etc.) should be immediately handled by the police officer on the scene and not referred to an SRO for appropriate action.
2. If an incident occurs on school property in view of a police officer, the officer will file the official complaint.
3. Contact the school principal to arrange for an interview on the school premises with a juvenile.
  - a. For informational purposes and necessary assistance contact the SRO.

#### K. Truancy and Curfew Enforcement

1. Officers should make an effort to enforce truancy violations and curfew violations.
2. In the case of truancy, if no other offense is involved and the juvenile is not suspended or expelled from school, complete a Form 314 and return the truant to the juvenile's particular school attendance officer.
  - a. If the student is suspended or expelled from school and in a public place without parental supervision or permission, and not on an emergency errand, the student may be charged with truancy (violation of CMC Section 910-1, Attendance at School).
    - 1) Suspended or expelled students arrested for truancy may not be returned to school, but must be taken home or to a police facility until a parent or guardian can be contacted.

3. In cases of curfew violations, CMC Section 911-27, juveniles may be transported to the following locations, listed in order of preference:
  - a. Home - Officers will transport a curfew violator home if it geographically closer than a curfew center.
  - b. Curfew Center
  - c. Lighthouse Youth Crisis Center, 2685 Stratford Avenue, when a parent/guardian cannot be located and a curfew center is not available.
    - 1) Officers must make a reasonable attempt (approximately one hour) to locate the parent/guardian of a curfew violator before transporting the violator to the Lighthouse.
    - 2) Curfew violators under the influence of drugs/alcohol, in possession of a weapon, or involved in gang activity will not be accepted.
      - a) Lighthouse staff has the right to refuse admittance to any curfew violator.
    - 3) Officers transporting a curfew violator to the Lighthouse must then respond to the HCJCYC Intake office to sign a complaint for CMC 911-27, even if the violator is a first offender.
    - 4) Curfew violators who leave the Lighthouse before being released to a parent/guardian will not be charged with Escape, O.R.C. 2921.34.
      - a) If located, these violators will be transported to HCJCYC and charged with an additional curfew violation, if appropriate.
    - 5) Officers will contact the District Five Officer In Charge (OIC) if a supervisor is needed to resolve any situation involving curfew violators.
  - d. Hamilton County Juvenile Court Youth Center, 2020 Auburn Avenue.
    - 1) Only transport curfew violators to the HCJCYC if one of the following conditions applies:
      - a) All locations listed above are unavailable to receive the violator.
      - b) Any condition listed in Section D.1 of this procedure is applicable to the violator.

#### 4. Enforcement Actions

- a. A Form 314 (closed referral) will be made for an initial truancy or curfew violation.
    - 1) A closed referral should not be used on a second contact unless extenuating circumstances are present (e.g., extensive time has expired since last enforcement contact, juvenile will soon be an adult, etc.).
  - b. Handle subsequent violations by completing a juvenile complaint signed at either Juvenile Court or Juvenile Detention.
    - 1) Any previous adjudication for any violation will cause the correct charge for both truancy and curfew to be a Violation of a Court Order (VCO). Sign a Juvenile Complaint titled "VCO-Truancy" or "VCO-Curfew" (ORC Section 2151.02).
  - c. If the parent/guardian has previously been issued a written warning, issue the parent/guardian a minor misdemeanor citation for CMC Section 911-27(e).
5. To ensure the appropriate enforcement is being taken, officers must check the juvenile's previous record.
- a. This can be accomplished by making a computer inquiry or calling the Juvenile Court Clerk's office.

#### L. Adult Involvement in Juvenile Court Cases

- 1. Juvenile Court has original jurisdiction under the Ohio Revised Code to hear and determine all misdemeanor cases charging adults with any act or omission with respect to any juvenile, which act or omission is a violation of any state law or any municipal ordinance.

NOTE: ORC Section 2919.22, Division A - Endangering Children, a misdemeanor of the first degree, is the jurisdiction of the Hamilton County Municipal Court.

- 2. Police personnel or a parent/guardian wishing to obtain an adult warrant at the Hamilton County Juvenile Court for ORC Sections 2919.21, Division (B) - Nonsupport or contributing to nonsupport of dependents; 2919.22, Division (B)(1) - Endangering Children; 2919.23, Division (B) - Interference with custody; or 2919.24, Contributing to unruliness or delinquency of a juvenile, can:
  - a. Consult with a prosecutor on the Hamilton County Juvenile Court's staff during normal business hours.
  - b. File complaints with the HCJCYC Intake clerk when the officer or parent/guardian cannot wait until normal court business hours.

3. Process adult violators arrested and charged with an offense that Juvenile Court has jurisdiction over through the HCJCYC Intake Office and hold at the HCJC.
  - a. The arresting officer or the complainant, accompanied by the arresting officer, will sign the official complaint at the HCJCYC Intake Office.
    - 1) The police officer will obtain the necessary paper from the Intake Clerk after the complaint is signed and transport the arrested and the paperwork to the HCJC.

M. Disclosing Identity of Juvenile Offenders

1. Police personnel will not disclose the identity of any juvenile who is the subject of a police contact through detention, citation to court, or by referral to non-criminal justice administration personnel in conformance with the spirit of the Ohio Juvenile Code, except when:
  - a. Identity is required for official purposes.
  - b. The juvenile is wanted as a missing person/runaway and such information is transmitted by Police Communications Section (PCS).
  - c. The juvenile is wanted in the investigation of a felony and such information is transmitted by PCS.
2. Refer private persons or agencies making a request for identity of juvenile offenders at the Records Section, any police unit, or from a member of the Department, to the Hamilton County Juvenile Court. Juvenile Court can better evaluate the total situation regarding the juvenile involved and their records are more complete.